



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention – Air Quality Control

BWP AQ 08 Emission Control Plan (ECP)

Instructions and Supporting Materials

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Introduction

MassDEP *Permit Applications*, as well as *Instructions & Support Materials*, are available for download from the MassDEP Web site at mass.gov/dep in two file formats: Microsoft Word™ and Adobe Acrobat PDF™. Either format allows documents to be printed.

Instructions & Support Materials files in Microsoft Word™ format contain a series of documents that provide guidance on how to prepare a permit application. Although we recommend that you print out the entire package, you may choose to print specific documents by selecting the appropriate page numbers for printing.

Permit Applications in Microsoft Word™ format must be downloaded separately. Users with Microsoft Word™ 97 or later may complete these forms electronically.

Permitting packages in Adobe Acrobat PDF™ format combine *Permit Applications* and *Instructions & Support Materials* in a single document. Adobe Acrobat PDF™ files may only be viewed and printed without alteration. *Permit Applications* in this format may not be completed electronically.



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BWP AQ 08 Emission Control Plan (ECP)

Permit Fact Sheet

1. What is the purpose of this permit?

An ECP is a plan that demonstrates how and when a facility will comply with Reasonably Available Control Technology (RACT) regulations for emissions of Volatile Organic Compounds (VOC) or Oxides of Nitrogen (NOx).

Regulation 310 CMR 7.18(20) provides for an ECP for VOC emissions. Regulation 310 CMR 7.19(3) provides for an ECP for NOx emissions.

The application material submitted to the MassDEP and the plan approval letter become the approved plan.

2. Who must apply?

In general, an ECP is required of VOC or NOx sources for which a standard has been set in the regulations, or sources that have the potential to emit 50 tons or greater of the pollutant. For specific information on who must apply for an ECP for VOC emissions, refer to those sources regulated in 310 CMR 7.18. For NOx emissions, refer to those sources regulated in 310 CMR 7.19.

3. What other requirements should be considered when applying for this permit?

None.

4. What are the application fees?

The application fee is \$1,880, where only MassDEP approval is required. The application fee is \$22,310 where approval by EPA as a single source State Implementation Plan (SIP) revision is required.

5. What is the Primary Permit Location? What is the Reserve Copy Location?

PRIMARY PERMIT LOCATION RESERVE COPY LOCATION

Department of Environmental Protection
_____* Regional Office
Air Quality Control

Department of Environmental Protection
_____* Regional Office
Air Quality Control

* Find your region: <http://www.mass.gov/eea/agencies/massdep/about/contacts/>

As indicated above, all completed application packages should be submitted in duplicate (one primary, one reserve copy) to the appropriate regional office for review and approval. Upon approval of the application, MassDEP stamps the photocopy and returns it to you for your records. In this manner, MassDEP and the applicant have identical copies of the approved submittal. You must use this form when filing for

BWP AQ 08: BWP AQ 08-A Emission Control Plan – NOx emissions.
BWP AQ 08-B Emission Control Plan - VOC emissions.

In addition, this form is usually required when applying under BWP AQ 08-B:

BWP AQ SFP-1 Supplemental Form for Paint Spraying and Surface Coating.

Each form is included in this application kit. Additional supplemental forms may be necessary as circumstances dictate. Forms BWP AQ 08-A and BWP 08-B will indicate where such supplemental forms are necessary.



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BWP AQ 08 Emission Control Plan (ECP) Permit Fact Sheet

6. Where can I get a copy of the timelines?

The timelines are available on the MassDEP Website:

<http://www.mass.gov/eea/agencies/massdep/service/approvals/timely-action-fees-and-payments.html>

7. What is the annual compliance fee?

The amount of the annual compliance assurance fee depends upon the facility's potential emissions. Please consult Table 4.03 (Air Quality section) of 310 CMR 4.03 for more information. If you fail to pay the annual compliance assurance fee, your permit to operate could be suspended or revoked.

8. How long is this permit in effect?

The permit is in effect until the facility approved in this plan is substantially reconstructed or altered, at which time a new approval may be required.

9. How can I avoid the most common mistakes made in applying for this permit?

- a. Answer all questions on the application form and indicate "N/A" (not applicable) where appropriate.
- b. Be sure to have a legally responsible company official sign the application.
- c. Submit two copies of the application to the regional office (one of which must contain an original signature).
- d. Submit fee and one copy of the MassDEP Transmittal Form

<http://www.mass.gov/eea/agencies/massdep/service/approvals/transmittal-form-for-payment.html> to:

Department of Environmental Protection,
P. O. Box 4062, Boston, MA 02211.

10. What are the regulations that apply to this permit? Where can I get copies?

These regulations include, but are not limited to:

- a. Air Quality Control Regulations, 310 CMR 6.00 - 8.00
- b. Timely Action and Fee Provisions, 310 CMR 4.00.
- c. Administrative Penalty Regulations, 310 CMR 5.00.

These may be purchased at:

State House Bookstore
Room 116
Boston, MA 02133
617-727-2834

State House West Bookstore
436 Dwight Street
Springfield, MA 01103
413-784-1376



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BWP AQ 08 Emission Control Plan (ECP) Application Completeness Checklist

- ☐ The MassDEP Transmittal Form is completed:
<http://www.mass.gov/eea/agencies/massdep/service/approvals/transmittal-form-for-payment.html>
- ☐ All questions have been answered (N/A has been inserted where appropriate).
- ☐ A signature of the legally responsible official has been included even if an agent has been hired to complete the application. See definitions in 310 CMR 7.00.
- ☐ Two complete copies of the application are being transmitted for review to Air Quality Control at the appropriate MassDEP Regional Office.
- ☐ All information listed in Section C is included in the package as well as any additional information requested in the form.

To submit the application package:

- ☐ Checklist items have been completed.
- ☐ Send two copies of the application along with one copy of the DEP Transmittal Form to:

Department of Environmental Protection
_____* Regional Office
Air Quality Control

*Find your region: <http://www.mass.gov/eea/agencies/massdep/about/contacts/>

- ☐ Send fee of:
\$1,880 for applications where only DEP approval is required;
\$22,310 for applications where DEP and EPA approval is required;
in the form of a check or money order made payable to Commonwealth of Massachusetts, along with one copy of the DEP Transmittal Form to:

Department of Environmental Protection
P.O. Box 4062
Boston, MA 02211